



Irish Institute of Training & Development
Foras Oiliúna agus Forbartha Éireann

Supporting Human Resource Development Professionals in Ireland since 1969

IITD Trainer Skills Certificate

FETAC Level 6 Train the Trainer Component Award

Duration: 4 days

Introduction

The IITD Trainer Skills Certificate programme is specifically designed to develop a range of generic capabilities pertinent to those responsible for the training of others in organisations and is aimed at enabling them to gain recognised certification as an effective trainer. The programme embraces a range of highly participative learning methods and features a detailed workbook which includes sample forms and checklists.

The certification offered through this programme features two awards – an **IITD Trainer Skills Certificate** and a **FETAC Level 6 Train The Trainer component award**.

Programme Objectives

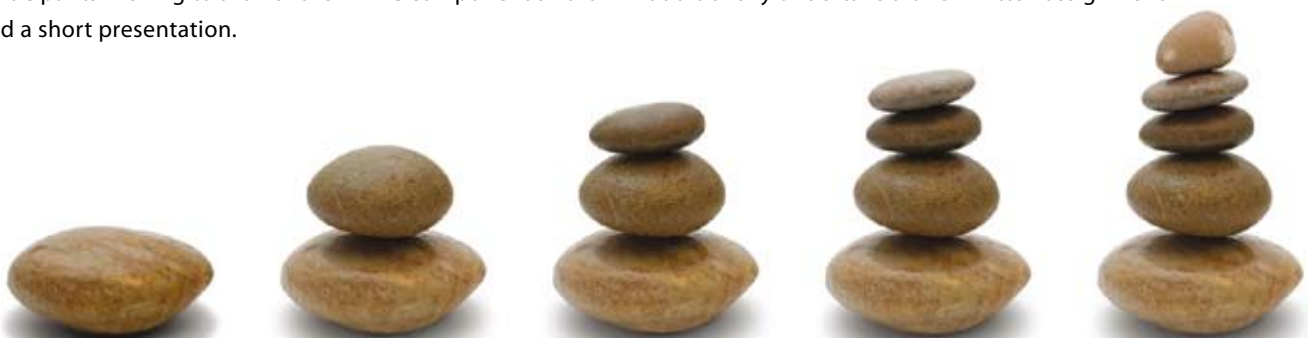
At the end of this programme, successful participants will be able to:

- * Identify a range of adult learning theories and approaches, and apply adult learning principles in practical training situations.
- * Explain critical elements of a trainer's role and work effectively with individuals and groups.
- * Explain the training needs analysis process, analyse job-level training needs and set appropriate training objectives.
- * Plan and organise the delivery of training programmes using the FÁS QA/5801 Design Model.
- * Deliver training effectively in one-to-one and group situations, and select appropriate techniques for assessing trainee progress.
- * Identify different levels of evaluation and evaluate the effectiveness of training programmes.

Assessment

Participants will be assessed on the basis of their competence in preparing and delivering a 12 minute training session (on Day 4). This session is committed to videotape and will be marked by an IITD appointed examiner (external to the programme). Recording and playback is used throughout the programme, as a feedback mechanism for participants and as preparation for the delivery of training sessions.

Participants wishing to avail of the FETAC component award will additionally undertake a brief written assignment and a short presentation.



Programme Overview *Duration: 4 days*

Module 1: Training and Adult Learning

Contents

- 1 Concepts of education and training
- 2 Adult learning - theorists
- 3 Adult learning – approaches
- 4 Learning styles
- 5 Adult learning and training

Objectives

At the end of this module, participants will be able to:

- * Explain concepts of training and education
- * Identify a range of adult learning theorists, theories and approaches
- * Identify various types of learning styles
- * Apply adult learning principles in practical training situations

Module 2 : The Role of the Trainer

Contents

- 1 Characteristics of an effective trainer
- 2 Motivating trainees
- 3 Equality issues for trainers
- 4 The communication process and group dynamics
- 5 Personal development needs and work boundaries

Objectives

At the end of this module, participants will be able to:

- * Identify the characteristics of an effective trainer in demonstrating good training practice
- * List a range of factors that affect the motivation of trainees and select appropriate motivational techniques during a training session
- * Identify equality issues from a training perspective and deal with discriminatory attitudes and behaviours
- * List key factors in effective communication and group dynamics
- * Identify personal development needs and establish appropriate work boundaries

Module 3 : Training Needs Analysis and Training Design

Contents

- 1 Analysing jobs and tasks
- 2 Analysing training needs
- 3 Training objectives
- 4 Programme design - FÁS QA/5801 Design Model

Objectives

At the end of this module, participants will be able to:

- * Identify different job roles and associated tasks
- * Identify the training needs analysis process and analyse job-level training needs
- * Set appropriate training objectives
- * Design training programmes in line with identified needs using the FÁS QA/5801 Design Model

Module 4 : Preparing for Training Delivery

Contents

- 1 Planning and organising a training session
- 2 Trainees
- 3 Content
- 4 Training session plan
- 5 Training methods
- 6 Selecting and using exercises within a training session
- 7 Selecting and preparing learning aids
- 8 Planning a training session – key points summary

Objectives

At the end of this module, participants will be able to:

- * Plan the delivery of a training session
- * Identify a range of training methods and select appropriate methods for effective delivery of training
- * Produce exercises for use within a training session
- * Select and prepare appropriate learning aids

Module 5 : Delivery and Assessment

Contents

- 1 Creating and maintaining a positive learning culture
- 2 Effective listening and feedback skills
- 3 Training strategies
- 4 Using learning aids effectively
- 5 Identifying and using assessment techniques

Objectives

At the end of this module, participants will be able to:

- * Promote and maintain a positive learning culture
- * Use a variety of training strategies
- * Demonstrate effective listening and feedback skills
- * Identify a range of assessment techniques and select appropriate techniques for assessing trainee progress

Module 6 : Evaluation of Training Delivery

Contents

- 1 Training Evaluation
- 2 Using the 4-Levels of Evaluation Model
- 3 Identifying Improvement Opportunities / Improvement Plan

Objectives

At the end of this module, trainees will be able to:

- * Evaluate a training programme
- * Evaluate learner progress against set objectives
- * Gather and evaluate reaction level feedback from trainees
- * Prepare a programme improvement plan